GEARS HOW-TO

- Click on the link above or copy & paste into your web browser, and select the tab that reads NEW PACKET
- In the PACKET NAME box type: **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_MVA012-34).
- Under PACKET TYPE, click on MAKE A SELECTION: Select "Other HR Actions"
- Under ORIGINATING ORGANIZATION: Select your organization – AIR FORCE – AIR NATIONAL GUARD – FLORIDA AIR NATIONAL GUARD (FLANG) – Lastly, select the unit you belong to (101 AOG, 114 SPCS, 125 FW, 131 TRF, 159 WF, 202 RHS, HQ FLANG). Find your assigned base if not a member of FL ANG. Ensure the box is checked that reads 'Make this my default organization." Then click SELECT ORGANIZATION
- Click PROCEED TO THE NEXT STEP
- In the orange box that reads PACKET FILES click the plus (+) sign to upload/drag and drop your application. Ensure it is only one single pdf file only. Please name your file **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_012-34.) Click CLOSE.
- Click PROCEED TO THE NEXT STEP
- In the PACKET DISCUSSION/INSTRUCTIONS type: Attached is my application for MVA # (type the MVA number you are applying for). In the PACKET DUE BEFORE box: give at least 7 calendar days – choose 7 days even if it goes beyond the close out date listed on the advertisement. In the EACH ACTION GIVEN box: leave the default of 3 days.
- Click ADD THE ROUTE
- Click ADD A USER/GROUP
- Type the following group name: HQ FLANG HRO
- Select Decision/Signature
- Click the 'blue' plus (+) sign
- Click ADD A USER/GROUP again
- Type YOUR last name, first name; select your name
- Select Concur/Nonconur
- Click SUBMIT PACKET
- Click START PACKET ROUTING
- Please make note of your Packet Name (# 12345678) a.k.a GEARS Routing Number

You will receive a GEARS reply when your application has been downloaded and filed by our office. Any questions please email the HRO distro box at ng.fl.flarng.list.hro-air-agr@mail.mil. Continue to instructions on last page if not receiving notifications.

Packet Information

Packet Name (# 11324588)

LastName, FirstName_MVA012-34

Packet Type

Other HR Actions

Originating Organization

Your Organization

ℹ The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

Add all others files here, including supporting documentation for signature files.

Notifications

Workflow Route

YOUR Name will show

Packet POC
Make someone else the POC

Packet Discussion/Instructions:

Attached is my application for MVAXXX-XX

Packet Recommendation:
Add the recommendation box

Packet Due Before:
01/28/2021

Each Action Given:
3 Day(s)

Add the route »

Add a user/group

Type in the name of a user/group and press enter:
HQ FLANG HRO

Insert an existing route

HQ FLANG HRO

Action Requested:

- Review for Corrections
- Concur/ Nonconcur
- Approve/ Disapprove
- Decision/ Signature

+

Add a user/group

Type in the name of a user/group and press enter:
Type YOUR last name, first name; select YOUR name

YOUR Name will show

Action Requested:

- Review for Corrections
- Concur/ Nonconcur
- Approve/ Disapprove
- Decision/ Signature

Submit packet

Start Packet Routing

📧 **Email Options**

Click "Start Packet Routing" to start the workflow. When your packet is completed, you must download the packet files in order to save them as they will not be emailed. You can download all files in .zip format from the Packet Options section on the far left-side of the packet.
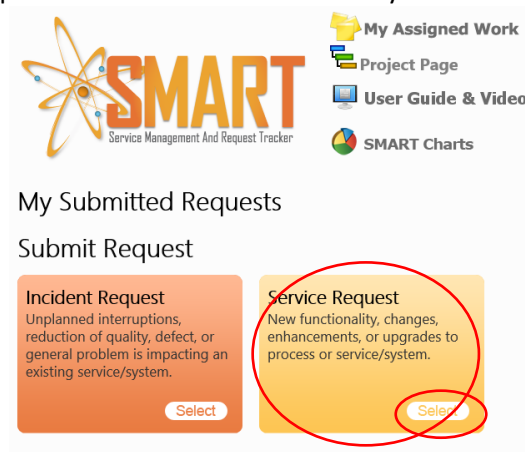
✓ Start Packet Routing   ⊗ Close

If you do not receive a notification in GEARS do the following:

Update your email in milConnect and submit a Helpdesk ticket at
https://army.deps.mil/NETCOM/sites/g6/SMART/SitePages/smartHome.aspx

- Click on the link above or copy & paste into your web browser, and select the box that reads SERVICE REQUEST
- In the Service Request Title box type: e-mail Notifications
- In the Requestor box if your user name is not populated, click on the directory icon on the right and search for your user.
- In the Contact Phone # box type your contact number.
- In the Requestor Organization box search and select "AIR FORCE" in the dropdown menu.
- In the Platform   box search and select "NETCOM SharePoint" in the dropdown menu.
- In the Component box search and select "ALERTS" in the dropdown menu.
- In the Detailed Description box type: "After transitioning to the Air Force new e-mail server I have not been able to receive email notifications from GEARS, and I do not know how to update it. I have already updated my email in milConnect as recommended, but the issue still persist. My new email is **YOUR EMAIL.US.AF.MIL** (for example; minnie.mouse@us.af.mil)"
- In the URL/Link box copy and paste the URL from GEARS from your browser